

**WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION
REQUEST FOR PROPOSALS
SECURITY GUARD SERVICES FOR THE ERMA BYRD CENTER
RFP #18013**

ADDENDUM #1

**AN ON-SITE VISIT FOR INTERESTED BIDDERS IS SCHEDULED FOR AUGUST 14,
2017 AT 10:00 AM.**

If you would like to attend, please be at the Erma Byrd Center for Higher Education located at 300 University Avenue, Beaver, WV 25318 by 10:00 am.

ANSWERS TO QUESTIONS RECEIVED FROM INTERESTED PARTIES.

1. Question: Will you be hiring armed or unarmed officers?

Answer: The Center intends to hire unarmed officers unless circumstances arise that would require the use of armed guards.
2. Question: What are the hours of coverage for the security guards?

Answer: The guards are to be on-site from 7:00am until 11:00pm. The first shift guard will work from 7:00am until 3:00pm and the second shift guard will work from 3:00pm until 11:00pm.
3. Question: Is equipment provided by the Center or will the security company need to supply equipment?

Answer: The Center provides radios and body cameras. Equipment owned by the Center is expected to be maintained by the guards. If equipment is lost or stolen while in the possession of the guard, the Center would expect the equipment to be replaced.
4. Question: Is there a supervisor which would require a separate rate?

Answer: The security company would be expected to monitor their guard's performance through regular communications with the Center Director. We currently do not pay for supervision of employees. Guards will report to and work with the Center Director.
5. Question: Can you tell me how many hours per week this job is?

Answer: See question/answer #2 above.

6. Question: Do the guards work holidays?

Answer: The guards do not work the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday that follows it, and Christmas Day.

7. Question: What is the start date for service?

Answer: It our hope to have the RFP evaluated and a Purchase Order issued in early September. If that occurs then the anticipated start date would be October 1, 2017. The Center can work with the successful bidder to start on a mutually agreed upon date.

8. Question: What are the armed weekly hours separated from the unarmed weekly hours?

Answer: Currently, the Center uses only unarmed guards. If the use of armed guards is chosen by the Center, the Center will work with the successful bidder on a mutually agreed upon start date.

9. Question: One or two people with going full 24/7?

Answer: The Center is not anticipating 24 hour coverage at this time but wants the availability should the need arise.

10. Question: Does the Erma Byrd Center provide ID badges for guards or does the contract supply them?

Answer: The Center does not provide ID badges.

11. Question: If we do own criminal background check, can the Security Officers work on waiver, pending federal results? (Federal background checks can take up to several months.)

Answer: No, background checks must be completed prior to working at the Center.

12. Question: Does the Erma Byrd Center provide computer or does contractor?

Answer: The Center has a laptop used for the security cameras but no other computers are provided.

13. Question: If we have to perform armed security, do you have a safe to store weapons?

Answer: The Center does not have a safe.